

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. <i>EO/AAA</i>		<i>R</i> 13 OCT 1983
2. <i>AAA</i>		<i>J</i> OCT 1983
3. <i>AAA</i>		<i>DA</i> OCT 1983
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

*Please  
Prepare a  
letter of regrets*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

## Guest Services, Inc.

DD/A Registry  
83-4742

President's Office

October 7, 1983

REGISTRY  
60-1

Mr. Harry Fitzwater  
Deputy Director for Administration  
CIA Headquarters  
Washington, DC 20505

Dear Mr. Fitzwater:

We at Guest Services have recently relocated our corporate headquarters to Fairfax, Virginia. On Thursday, October 20, we are holding an Open House to give our friends and business associates an opportunity to visit our new headquarters. We are proud of our new facility and hope you will be able to join us for a light buffet and beverages from 5:00 to 7:00 p.m.

We are located within a mile beyond the beltway just off of Route 50 West.

The favor of a reply is requested. We have enclosed a reply card and self-addressed envelope for your convenience.

Please join us on October 20. We look forward to seeing you.

Yours truly,



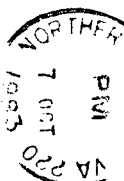
President

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3055 Prosperity Avenue • Fairfax, Virginia 22031-2290 • (703) 849-9301

**Guest Services, Inc.**

3055 Prosperity Avenue  
Arlington, VA 22031-2290



Mr. Harry Fitzwater  
Deputy Director for Administration  
CIA Headquarters  
Washington, DC 20505

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☐ YES, I will attend.

I will be accompanied by \_\_\_\_\_ guest(s).

☒ NO, I will be unable to attend.

*I am very sorry that I will be  
unable to attend. I wish you well  
in your New Building.*

4 OCT 1963

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GUEST SERVICES  
3055 Prosperity Avenue  
Fairfax, Virginia 22031

83-4742